



Tribal Inspector's Department

AC Replacement Permit Checklist

Required Permit Applications

- ☐ **Mechanical Application.** The [application](#) must be completely filled out and signed by a contractor that holds one of the following licenses: Mechanical, Class A Air Conditioning, or Class B Air Conditioning Contractor issued by the DBPR or the county where the work is taking place. The description on the application should include the number of units being replaced and tonnage of each unit.
- ☐ **Electrical Application.** Only required if the disconnect is being replaced and you do not hold a Mechanical or Class A Air Conditioning license. The application must be completely filled out and signed by a contractor that holds the following license: Electrical Contractor issued by the DBPR or the county where the work is taking place.
- ☐ **Owner Builder Permits Only.** If you are applying as an Owner Builder, check the *By Owner* box, and sign the application on the *Qualifier Signature* line. In addition to the application(s), you must complete the [Owner Builder Affidavit](#) and bring it to the Tribal Inspector's Department in-person to be signed and notarized.

Required Clearances (only if disturbing soil)

- ☐ Public Works Ground Disturbance Permit
- ☐ Environmental (ERD) Clearance
- ☐ Tribal Historic Preservation Office (THPO) Clearance

If your job site does not have a previous clearance (new construction) and you are installing a new a/c pad, you may be required to submit a base plan to the Planning Department. If you do not have your base plan number, please contact your STOF project manager. If you are a Tribal member or a contractor working directly for a Tribal member, please contact the Tribal Inspector's Department at 954-894-1080 and our team will assist with your base plan application.

Minimum Submittal Requirements

- ☐ **Air Conditioning Replacement Sheet**
- ☐ **AHRI Certificate of Product Ratings.** Please make sure the file is not locked.
- ☐ **Product Approvals.** Submit product approvals or engineering for tie downs on exterior equipment.
- ☐ **Plan Showing the Location of Units (if multiple units).** Submit a plan indicating the location of each unit being replaced.

Required Plan Reviews

- ☐ Mechanical
- ☐ Electrical (if applicable)



Tribal Inspector's Department

AC Replacement Permit Checklist

Required Inspections

Mechanical

- ☐ Duct Detector (if applicable)
- ☐ Final Mechanical

Electrical (if applicable)

- ☐ Final Electrical



SEMINOLE TRIBE OF FLORIDA
TRIBAL INSPECTOR'S DEPARTMENT
6363 TAFT ST. SUITE 308 | HOLLYWOOD, FL. 33024
OFFICE: (954) 894-1080 FAX: (954) 989-1571
EMAIL: BUILDINGDEPT@SEMTRIBE.COM

AIR CONDITIONING REPLACEMENT DATA FORM

Project Name: _____

Job Address: _____

Please complete the data tables below

Data	Existing Unit (1)	New Unit
Manufacturer		
Size (Tons) SEER (2) / EER (2)		
Package / Heat Pump Model #		
Condensing Unit Model #		
AHU Model #		
Model #		
KW Heat Strip		

Minimum Circuit Amps	c/u		ahu/pkg		c/u		ahu/pkg	
Maximum Overcurrent Protection	c/u		ahu/pkg		c/u		ahu/pkg	
Size of Disconnect	c/u		ahu/pkg		c/u		ahu/pkg	

(1) Provide equipment sizing calculations if existing unit data is not available (ACCA Manual N, J, etc.)

(2) Provide AHRI Certificate

Will a new stand, curb, or curb adapter be installed?	Yes		No	
Will a duct smoke detector be installed or reconnected?	Yes		No	
Is the duct smoke detector connected to a Fire Alarm Panel?	Yes		No	
Will the A/C location be the same?	Yes		No	

Company Name	
FL State or County License #	
Qualifier's Signature	

*** BE ADVISED THIS FORM DOES NOT RELIEVE THE APPLICANT FROM APPLICABLE SECTIONS OF THE CODE ***